



Student Services Council July 9, 2013 Meeting Notes

Present:

Aaron McNabb, Angel Ruvalcaba, Ashley Bemm, Betty Hayes, Breanne Tomalin, Brian Isbell, Brian Sharp, Carmilla Rollins, Chad Meadors, Crystal Heitz, Darren Schwegler, Heidi Hamer, Jennifer Houge, Jodi Dahlke, Judith Chapar, Lynn Lawrence, Marcy Gilchrist, Marisa Greear, Marisa Lee, Megan Wiggins, Nicole Walker, Sandie St. Onge, Shalaina Joiner, Stephanie Peerboom, Steven Chapman, Traci Fuller, and Lisa Matye Edwards, Chair

Not Present: Anna Brodt, ASLCC representative, Betty Sjoblom, Bryan Bales, Bunpa Lim, Christina Jungers, Donegal Fergus, Grady Tweit, Harlan Crusier, Jamie Creech, Jenny Smith, Jessi Hanna, Jim Roffler, Kami Bair, Kara McElroy, Karla Rivers, Kelly Johnsen, Kirc Roland, Kristy Enser, Leszek Cromwell, Leesa Johnson, Linda Wilson, Lupe Rodriguez, Margit Brumbaugh, Megan Jasurda, Megan Peaker, Meghan DeGallier, Nichole Seroshek, Ronda Manick, Roxana Ahmadifard, Shannon Wachob, Tamra Bell, Traci Hilligoss, and Wyler Beterbide

Guests: Angela Dahlke, Dani Trimble, and Sarah Griffith

➤ **Updates from Lisa:**

- New and recently reassigned Student Services staff members were introduced, followed by an around-the-table introduction of all staff present. Welcome to Brian Sharp and Nichole Walker!
- A summer quarterly calendar was distributed by Lisa electronically on Monday. Check your email messages.
- Enrollment is currently 5% below last year at same time
- Check out the [Getting Started](#) website to determine options for students and procedures to be followed by incoming students...not everyone is starting from scratch or working towards degrees and certificates. Ask clarifying questions.
- Summer state commission and council meetings are scheduled in the next few weeks as work plans are being developed for the new fiscal year. See the [SBCTC](#) website for a list of all councils and meeting dates. The spring Student Services Conference will be held in Tacoma April 29 – May 1. This will be a great opportunity for many of our staff to network and share best practices.
- [SkillSoft](#) is now on-line and available for individual professional development. Over 2,000 subjects are covered. Check it out before the next SSC meeting! Log on with the first part of your email address (example: for smith002@lcc.ctc.edu, only enter smith002) and use the password *lowercolumbia*, which is all in lower case.
- Books paid by Student Success Funds are on reserve in Library for students to check out.
- Financial Aid processing can take 6-8 weeks, AFTER all 2013-14 documentation has been provided. Students who did not complete their application process prior to the priority cutoff

2013-07-09

Distributed by e-mail on 08-20-13

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date may be better off waiting to enroll next quarter if they didn't plan ahead. This may be a hard discussion that will need to be held with those students.

➤ **BFET presentation by Dani Trimble:**

- BFET is a wrap-around support program. It doesn't provide for tuition, books or living expenses.
 - Students are food stamp and childcare eligible.
 - Students are not TANF eligible at the same time they are on BFET.
 - Students are not required to work a minimum amount of hours to be eligible.
 - Students must be enrolled in Professional/Technical program
- The college may be reimbursed up to 50% for expenses that have been matched by non-federal funding sources, such as the State Need Grant.
- Our staff members work with DSHS to determine eligibility.
- Career Center staff (Heidi) receives applications and (Jenny) coordinates services.
- There is lots of focus on career preparation and employment plans towards long-term education and employment goals.

➤ **Transcript changes presented by Lynn Lawrence:**

- July 1 - transcript fee raised to \$10
- Transcripts will be ordered through a link on our website to the National Student Clearinghouse.
- The process will be traceable.
- Registration will continue to produce and mail all transcripts.
- Payment will be made by credit card online and the process will stop if there are outstanding fees, until those fees have paid.
- Students will still be able to walk in and request transcripts in person.

➤ **Around the Table:**

- **Chad Meadors** – Emergency loan paperwork will soon be available on-line. Once the student has completed the application form, walk them directly to Chad's office. If Chad is not available, Lisa, Lynn, or Marisa may assist the students. If all else fails, the Entry Center will accept the applications for follow-up. At the present time, the fund is overspent and waiting for repayments.
- **Lynn Lawrence** – There will soon be an on-line DTA program plan available. In the meantime, Lynn has hard copies.
- **Steven Chapman** – To acknowledge Disability Awareness month in October, deaf comedian T.J. Jones will be our speaker/presenter. The date is still being confirmed, but will be either October 8 or 9.

The next Student Services Council meeting is scheduled for July 23 at 9:00 in the Heritage Room.

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